

Programs Involving Minors - Risk Assessment and Emergency Protocols

Before launching a Program involving Minors Sponsoring Departments and Program Administrators must assess the Program's readiness and conduct a risk assessment to determine whether the activity is appropriate, feasible, and aligned with the University's mission. This risk assessment should evaluate whether reasonable and appropriate measures are in place to protect the safety and well-being of Minors, including the Program's ability to respond effectively to emergency situations.

Consider the type of event you are having and the risks that may be involved. This checklist is not all-inclusive and does not consider all CU Anschutz processes and procedures. Every program and event is evaluated on a case-by-case basis. Contact your [Office of University Risk Management](#) (URM) for assistance.

SPONSOR INFORMATION

Sponsoring group/department	
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PROGRAM ADMINISTRATOR

Program Administrators are responsible for ensuring adherence to all University policies related to minors and other relevant campus procedures. They must also ensure staff are trained to respond effectively to emergencies and to implement additional safety measures to protect the well-being of minor participants.

Individual(s) responsible for the program or event providing oversight for the duration of the program or event. Provide contact information for the program administrator.

Names(s)	
Phone Number	
Email	
On-site contact	

PROGRAM OR EVENT INFORMATION

Name(s) of program or event	
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Date(s) of Program or event	
Beginning and end times	
Estimated number of participants	
Age range of participants	

DESCRIPTION OF PROGRAM OR EVENT

CAMPUS APPROVALS AND DOCUMENTATION

- Adequate lead-time for event planning has been determined. Larger, more complex events require more lead-time, possibly several months, for campus approvers to evaluate and approve.
- Keep in mind that not every event will be approved as first applied for. Consider alternative locations, times, event details, etc.
- All necessary documentation completed (Official Function forms, Event Application, campus event approvals, waivers, etc.).
- All campus approvals have been obtained via email.
- Use of location/facilities rules have been read and understood.
- Plan for cleanup that must be done after program or event. Remember that damage to facilities must be repaired or replaced and it is the program administrator's responsibility.
- Non-CU affiliates may be required to provide proof of insurance in accordance with [Administrative Policy Statement: Facilities Use by Non-University Groups Insurance Requirements](#).
- Consider venue access (hours of operation) when planning your event.

INSURANCE

- University Risk Management offers a program that provides medical and accidental death and dismemberment (AD&D) insurance for injuries sustained because of participation in a registered camp or program. Application for insurance and additional information on the Camp Insurance program can be found on the [University Risk Management's website](#).

FOOD

- Health and safety rules related to serving food must be followed according to campus policy, guidelines, or the food service vendors. There may be food service restrictions at particular locations; review [CU Anschutz Event Policies and Procedures](#).

SAFETY AND SECURITY CONSIDERATIONS

These needs will be assessed on a case-by-case basis with several factors taken into account: activities, time and location, number of attendees, other events on campus at the same time.

- **Check-In/Check-Out Process:** Process for program participants check-in and check-out of program or event.
- **Animals.** All work with animals requires additional training and paperwork.
- **Emergency Action Plan:** Develop plan with procedures in case of an emergency.
- **Environmental Health & Safety (EH&S):** Use of chemicals or hazardous materials. Environmental laws prohibit discharging substances into the storm drains or onto parking lots; Event Sponsor and individual violators could be liable for resulting costs and legal actions.
- **First Aid/Medical Staff:** Clearly outline steps to follow in case of an emergency.
- **Fire Life & Safety:** Discuss venue, use of grills or other food preparation appliances, candles or open flames, number of participants.
- **Parking & Transportation Services:** Discuss use of parking lots, loading/unloading, and participant parking.
- **University Risk Management:** Consultation and assistance with planning, insurance requirements, safety, and liability concerns.
- **Weapons:** Weapons are not allowed on campus. Activities including simulated weapons or perceived acts of violence are not allowed.
- **Clinical Activities.** Activities involving clinical patients or research study participants, including observation and shadowing, are not allowed.
- **Remote/Virtual Activities.** May need additional review and campus approvals; contact University Risk Management.

OUTDOOR EVENTS

Outdoor events have additional risks and requirements and require additional planning. For events on campus refer to [CU Anschutz University Events](#) Plan an Event.

- If your outdoor event is a concert, rally, information fair, or cultural event that requires lawn signs or a temporary structure.
- Nighttime outdoor events will require adequate lighting for safety and visibility purposes.
- Amplified sound requires review and approval in accordance with campus policies and procedures and local laws.

- If there will be ground penetration (stakes, signs, structures, etc.):
 - Consult with Facilities Management for approval and guidance.
- No vehicles allowed on landscape or sidewalks without prior approval.
- Races on campus (walking, running, biking, etc.): All races must reserve space in advance and follow the standardized campus route. Refer to [CU Anschutz University Events](#) Plan an Event.

INCLEMENT WEATHER

- Consider weather-related emergencies (rain/snow, lightning, tornado, high winds, etc.) and develop contingency plans (alternate location, cancellation/relocation communication, etc.).
- In case of inclement weather plan for alternate indoor activities, alternate days/make-up sessions, and address if refunds will not be made.

EMERGENCY ACTION PLANNING. Those in charge of programs, activities and spaces on campus are responsible for addressing risk issues for minors. Identify the hazards of the activity including hazards related to the location of the activity and identify the steps to manage and/or mitigate the identified hazards.

- **Develop Emergency Protocols – See Exhibit A**
- All staff must orient and train on Anschutz Campus Resources for responding to emergencies on campus.
- Consider security, crowd control, information services (central point of contact for event).
- Consider possible behavioral issues; if there is risk to participants or employees, contact campus police.

DISCIPLINARY ACTIONS

Violations of the Code of Conduct will be handled in the following manner:

- First Time – The minor will be isolated from the other minors until the problem is resolved.
- Second Time – The parent will be called.
- Third Time – The minor will not be allowed to enter the program for the remainder of the day.
- Fourth Time – The minor will not be allowed to return to the program for the duration of the summer.

KEY CAMPUS CONTACTS

Below is a list of key campus contacts that program administrators may need to contact in the event planning stage. Some campuses require approvals from (and may be required to obtain approvals from) these offices, as well as others not listed here.

Emergency Management	https://www.cuanschutz.edu/police/divisions/emergencymanagement
University Risk Management	cu.edu/risk urmucddirs@cu.edu
Events	https://www.cuanschutz.edu/events Events@cuanschutz.edu
EHS	https://research.cuanschutz.edu/ehs
Facilities	https://www.cuanschutz.edu/offices/facilities-management
OLAR	https://research.cuanschutz.edu/olar
Security Badging	https://www.cuanschutz.edu/police/divisions/electronic-security/badging-office

TRANSPORTATION TO FROM EVENT

If CU Anschutz is providing transportation, work with [Procurement Service Center](#) to rent or lease vehicles from University-approved vendors; discuss driver motor vehicle qualifications and background check requirements with campus Human Resource Background Check: <https://www.cuanschutz.edu/offices/human-resources>.

Rideshare services are not provided, arranged, or supervised by the University or the Program. Any decision by a parent or legal guardian to permit a participant to use rideshare or similar third-party transportation services is made at the sole discretion and risk of the parent or guardian and participant. The University and the Program assume no responsibility for a participant's safety, supervision, or transportation while using such services.

Please list rideshare participants will use:

PARTICIPANT NAME	RIDESHARE SERVICE

Provide participants driving themselves a [list of acceptable places to park](#). Parking is a cost and should be paid for at the start of the day. Participants and program personnel will walk to the lot together at the end of each day.

SAMPLE CHECK IN/OUT FORM

PROGRAM DATES:

SITE:

Participant's Name	Name (print) (who will pick up participant)	Relationship (to participant)	Adult's Signature (at pick up)	Departure Time

A list of individuals who are not allowed to pick up the participant should be included:

PARTICIPANT NAME	NAME	RELATIONSHIP

Emergency Response Protocols - Exhibit A

CU ANSCHUTZ ALERT

Program personnel should always monitor the [CU Anschutz Alerts](#) system for any immediate or impending emergencies and campus security threats.

The CU Anschutz Emergency Notification System (CU Alerts!) provides **campus emergency alerts via text and/or email when conditions develop on or near CU Anschutz Medical Campus**, that pose an imminent threat of danger to the Campus Community.

Parents, Guardians, and Volunteers can sign up for CU Alerts by texting “CUANSCHUTZ” to [226787](#).

Name of designated program personnel: _____

Program Specific Information:

EMERGENCY COMMUNICATION

All program personnel need to be prepared and informed in the event of an emergency during the program/event. An emergency communication plan should be developed to ensure program personnel can contact one another.

A communications plan should include:

- Contact information for all program personnel.
- Contact information for parent(s)/guardian(s).
- Contact information for School, Department, or Business Unit leadership.

Roles of program personnel during the Emergency Management Process

- Provide predictable routes and routines during programs as much as possible as a form of routine communication; this step can help during and after an emergency.
- Provide emotional support and important emergency information to youth participants.

Emergency Communication Plan:

MEDICAL EMERGENCY

When using a facility for a program, locate the facility's Emergency Evacuation Plan, Automated External Defibrillator (AED), and Emergency First Aid Kit.

- Call 9-1-1 from a campus landline or [303-724-4444](tel:303-724-4444) from your cellphone immediately
- Provide:
 - Location
 - Nature of injury or illness
 - Current condition of the victim and other requested information
- Remain on the phone until directed to hang up.
- Stay with the participant.
- Contact participant parent(s)/guardian(s) to inform them of the incident.
- Do not move the participant unless he/she is in immediate danger.
- If it appears an individual may cause harm to themselves or to others, call 9-1-1 from a campus landline or [303-724-4444](tel:303-724-4444) from your cellphone immediately.
- If participant is taken to the hospital, staff must stay with them until family arrives or is released.
- Be sure to inform the Emergency Medical Team that arrives with any additional medical information the participant listed on their registration packet.
- If any staff are certified in any procedures (CPR, certified nurse etc.), please list in the information below.

INCLEMENT WEATHER

Program administrators are expected to review the forecast on the day of their event and check their local weather information for up-to-date weather forecasts, warnings, advisories, and other pertinent information. Thunderstorms, winter storms, extreme temperatures, flooding, tornadoes, and fires can occur. Download a smartphone weather app of your choice and track the forecast and check weather radar. The CU Denver | Anschutz Emergency Management Division works with the National Weather Service to provide weather support for campus related events – [Request Weather Support](#). If planning events outdoors in remote locations or areas with limited cellular or Internet service, contact University Risk management.

Tornado Watch: Programs must monitor lightning, hail, and high winds. If dangerous conditions are present, programs must suspend outside activities. During the watch, programs must monitor the weather. If the storm progresses to a tornado warning, programs should take immediate action to get all participants and staff to the program’s identified tornado shelter. Tornado shelters are often marked as such in CU Anschutz buildings. Shelter areas should be away from windows and as far away from outside walls as possible.

Lightning Watch: If lightning is detected within 15 miles, all program personnel and participants should immediately seek shelter and remain indoors. This procedure is also in effect during program meetings held outside.

The resumption of outdoor events or the relocation of program participants from venues will be permitted only after a 30-minute period since the last lightning strike within 15 miles of the program location.

- If out-of-doors, seek shelter.
- If indoors, shelter-in-place for severe thunderstorms and tornadoes.
- Move to a pre-designated shelter.
- Move to a windowless interior room away from hazardous materials.
- Take attendance each time you move locations to be sure you have everyone.
- Monitor Campus Advisories and local media.
- Take cover under a sturdy object or against an interior wall.
- Wait for the all-clear signal before leaving your safe place.

Extreme Heat: Program personnel are expected to monitor the Heat Index and properly implement responsive strategies, when necessary, if program activities are outdoors.

Heat Index	Category	Event Limitations	Break Frequency
Less than 80	Normal	No Limitations	Standard Procedure
80 – 90	Caution	Increase number and length of breaks	At least, One break every 20 minutes.
90 – 99	Extreme Caution	Program Limited to 2 hours	At least, One break every 15 minutes

100 – 104	Heat Advisory	No program participants physically participating and/or wearing equipment, program staff can still demonstrate skills. Program limited to 1 hour	At least, One break every 15 minutes
105+	Excessive Heat Warning	No outdoor program sessions until temperature cools	_____

*Breaks should be 4 minutes or longer, always encourage hydration.

Guidelines for Hydration and Rest Breaks:

- Rest time should involve both unlimited hydration intake and rest without any event involved.
- The site of the rest of the time should be a "cooling zone" and NOT in direct sunlight.
- Encourage participants to drink about 1-quart of fluid per hour.

Program Specific Information (*Tornado Shelter Location, Alternate Event Locations, Outdoor Event Considerations*):

FIRE

Program Administrators are expected to review fire safety protocols and procedures with program personnel, including exit routes, designated meeting areas, and transportation of program participants. Remind program participants of **STOP, DROP, & ROLL**.

- Yell fire and pull the fire alarm.
- Leave the building with program personnel and participants immediately using the closest emergency exit, **DO NOT USE ELEVATORS**.
- Help those who need assistance including young minors and people with disabilities.
- Close doors behind you (**DO NOT LOCK**).
- Move to a safe location away from buildings or to your program's Designated Meeting Site.
- Take program attendance including participants and program personnel.
- Call 9-1-1 from a campus landline or [303-724-4444](tel:303-724-4444) from your cellphone when safe to do so.
- Re-enter the building only when instructed by Designated Public Safety Official(s).
- If unable to exit the building, go to the nearest exit stairwell or assisted evacuation staging area and call 9-1-1 from a campus landline or [303-724-4444](tel:303-724-4444) from your cellphone to report your location.
- If trained, use a fire extinguisher if the fire is small, contained, and room is not filled with smoke.

How are fire/evacuation drills practiced during program orientation?

Program Specific Information (*including meeting sites and exits*):

FLOODING & WATER LINE BREAKS

Flooding is a temporary overflow of water onto dry land. Floods are the most common natural disaster in the U.S.

- Results from rain, snow, severe storms, and overflow of various water systems (inside and outside buildings).
- Accumulate slowly or rapidly.
- Lead to power outages, slows or stops transportation, damage buildings, and contributes to landslides.

In the event of flooding:

- Seek high ground and remain out of any standing or moving water. **Turn Around, Don't Drown.**
 - **Six Inches** of moving water can knock a person down.
 - **One Foot** of moving water can sweep a vehicle away.
- Regroup with the rest of the program personnel and participants at a safe predetermined meeting location.
- Notify facilities management of a water line break.

Program Specific Information (*including meeting sites and exits*):

EVACUATION AND SHELTERING

In advance of an emergency, determine the nearest exits from your location and the best route to follow. Refer to building emergency evacuation plans and corresponding maps for further information. Be sure to take attendance each time you arrive at a new location.

Assigned Emergency Evacuation Plan:

Location of the facility evacuation plan to be used for the program/event:

- Walk, do not run.
- Do not use elevators.
- Assist people with disabilities.
- Determine and assemble at the designated meeting site.
- Wait for instructions from the Designated Public Safety or University Official(s).

Designated Shelter in Place:

Name of facility designated as Shelter in Place for the program/event?

Safe areas:

- Enclosed Buildings.
- Fully enclosed metal vehicles with a hard metal roof and windows up.
- Low ground areas as a last resort (ditches, bottom of hill, etc.).
 - **Assume a crouched position, minimize your body area, and do not lie flat.**

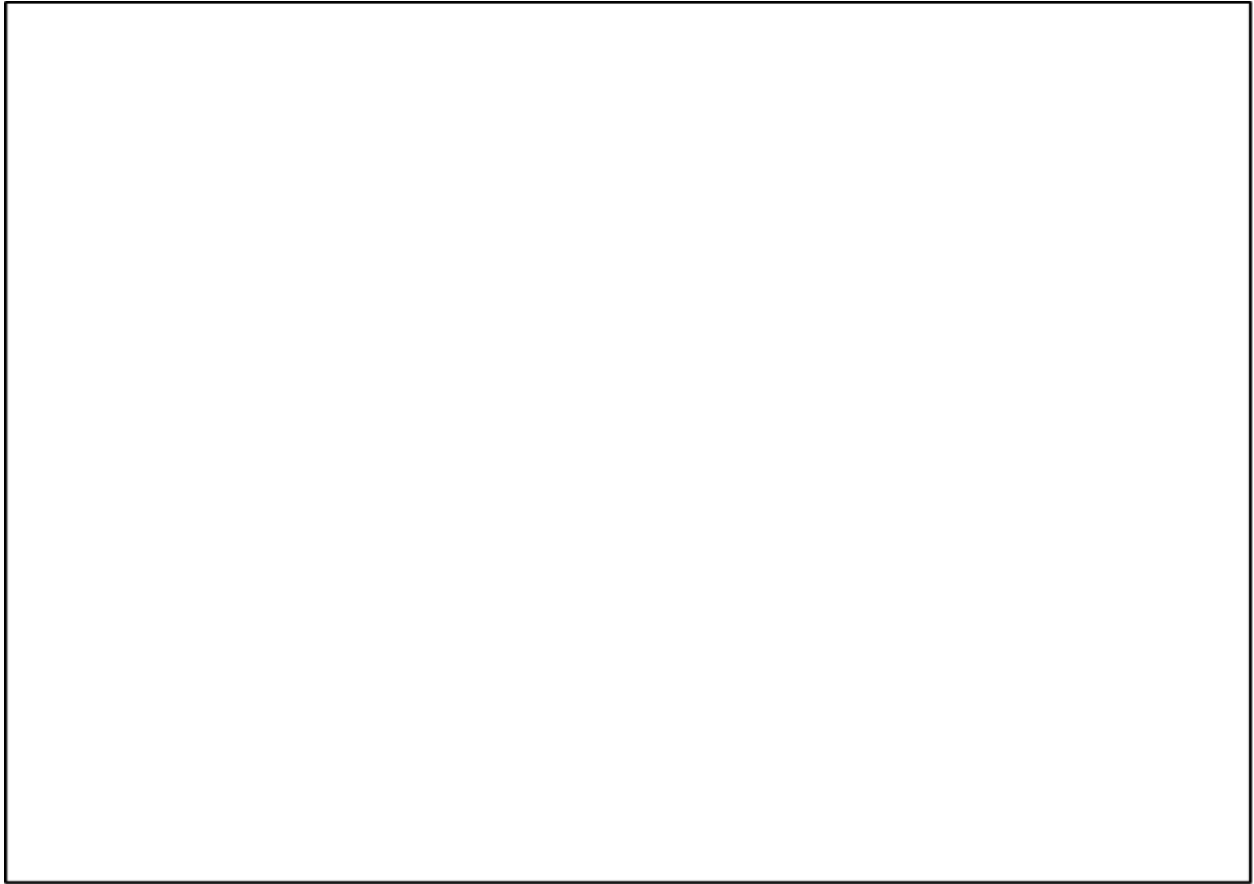
Unsafe areas:

- Open fields
- Golf carts or gators
- Metal Bleachers (on or under)
- Fences
- Umbrellas, flag poles, light poles
- Tall trees
- Standing water

Fire or Smoke with No Evacuation:

- Call 9-1-1 from a campus landline or [303-724-4444](tel:303-724-4444) from your cellphone.
- If safe to do so, go to the nearest stairwell and tell someone who is evacuating to notify emergency personnel of your location and that you are unable to evacuate the building.

Program Specific Information (*including meeting sites and exits*):



MISSING OR KIDNAPPED MINOR

- Stay calm.
- Stop the current event and ask assigned buddy, group, or program personnel where they last saw the minor and if they know where the minor went.
 - Call for assistance, maintain proper 3:1 ratio is upheld (*see standard operating procedures*).
- Call the program administrator and inform them.
- Contact CU Anschutz Police Dispatch [303-724-4444](tel:303-724-4444). Provide them with minors:
 - Name (legal, preferred, nickname)
 - Hair Color
 - Age
 - Height
 - Weight
 - Unique characteristics
 - Clothes last seen wearing
 - Location last seen
- Continue search of the surrounding area/facility
 - Notify parent(s)/guardian(s)
 - If the minor is found, follow-up with all contacts

Prevent a minor from missing or kidnapping:

- Routinely count the number of participants
- Communicate to the participants they are to notify program personnel if they cannot find their assigned buddy or notice a participant wandering off or missing.

Program Specific Information:

ADDRESSING TARGETED VIOLENCE

The [University's Addressing Targeted Violence \(Active Attacker Harmer\)](#) is based on 3 action steps, run, hide, and fight.

RUN

- If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - Have at least two escape routes and plans in mind.
 - Evacuate regardless of whether others agree to follow.
 - Leave your belongings behind.
 - Help others escape if possible.
 - Prevent individuals from entering an area where the active harmer may be.
 - Keep your hands visible.
 - Follow the instructions of law enforcement.
 - Do not attempt to move wounded people.
 - Use the [SafeZone](#) app to alert Campus Dispatch via text message or voice.
 - Call 9-1-1 from a campus landline or [303-724-4444](#) from your cellphone when safe to do so.

FIGHT

- As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active harmer by:
 - Acting as aggressively as possible against the active harmer.
 - Throwing items and improvising weapons.
 - Yelling.
 - Committing to your actions.
 - Work together as a team.

HIDE

- If evacuation is not possible, find a place to hide where the active harmer is less likely to find you.
- Your hiding place should:
 - Be out of the active harmer's view.
 - Provide protection if shots are fired in your direction (e.g., an office with a closed and locked door).
 - Not trap you or restrict your options for movement.
- To prevent an active harmer from entering your hiding place:
 - Lock the door.
 - Blockade the door with heavy furniture.
- If the active harmer is nearby:
 - Lock the door.
 - Silence your cellphone and other electronic devices.
 - Turn off any source of noise (e.g., radio, television, etc.).
 - Hide behind large items (e.g., cabinets, desks, etc.).
 - Remain quiet.
- If evacuation and hiding are not possible:

- Dial or text 9-1-1 or [303-724-4444](tel:303-724-4444) to contact Campus Dispatch, if possible, to alert police of the active harmer's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.
- Use the [SafeZone](#) app to alert Campus Dispatch via text message or voice.

PREVENTION

MITIGATION

Program Specific Information:

POWER OUTAGE

In the event of a power outage, many campus facilities are equipped with emergency generators to power critical operations. Most buildings are provided with emergency lighting to aid in safe evacuation.

Report the outage to the appropriate authorities for your location.

Be prepared:

- Keep a flashlight with spare batteries immediately accessible.
- Know how to locate the closest exit.

In the event of a large-scale power outage:

- Remain calm.
- If building evacuation become necessary.
- Do not light candles or any other types of flames for lighting.
- Notify Facilities Management [303-724-1777](tel:303-724-1777) about the failure.

Program Specific Information:

HAZARDOUS MATERIALS

- Do not attempt to clean unless properly trained in managing chemical spills.
- Secure the area, call [303-724-4444](tel:303-724-4444) from your cellphone and provide information on location and type of release or spill.
 - If safe, shut doors to help contain the spill in the room it occurred.
- Report the incident to [Environmental Health and Safety \(EHS\)](#) by calling [303-724-0345](tel:303-724-0345).
 - Also make a report to University Risk Management.
- Evacuate all personnel from the immediate work and/or laboratory area; if the release or spill has the potential to impact a larger area, activate the building's fire alarm and follow evacuation procedures.
- Use safety showers and/or eye rinses if you or your participants comes into physical contact with a hazardous materials spill.

For more information about this subject visit the [Environmental Health & Safety](#) or call [303-724-0345](tel:303-724-0345)

Program Specific Information:

Emergency Response Plan Procedures

- Call 911 for life-threatening emergencies**
- Crime
 - **If urgent, call 911**
 - Contact local police for non-urgent crimes
- Weather-related emergencies
- Address likely weather issues
 - Auto accidents or breakdown
 - Contact the law enforcement agency with jurisdiction over the accident location
 - University vehicles: contact campus Transportation
 - Personal vehicles: contact local or insurance-provided assistance
 - Rental vehicles: contact rental agency
- Loss or damage to CU property:
 - Contact local law enforcement to file a police report
 - Contact University Risk Management to file claim and get further direction
 - Keep property (do not discard) until advised by URM adjuster
 - If critical to trip, determine replacement criteria (sources, timeline, funding)
- Loss or damage to personal property of participant
 - CU insurance does not cover personal property
 - If critical to trip, determine ability to replace and how soon
- Behavioral issues
 - Follow campus procedures for behavioral issues.
 - If placing other participants/employees in danger, contact local police
 - Call parents or other emergency contact
 - Call 911, go to urgent care; administer first aid, as appropriate
- Leader injury, illness, or death
 - Call 911, go to urgent care, or administer first aid, as appropriate
 - Co-leader or assistant leader assumes the lead
 - Consider participants safety during emergency and after if leader cannot continue
 - Contact campus and department for assistance and guidance
 - Contact parents or other emergency contacts
 - Reassess risks to participants should the situation warrant changes, taking care not to place participants at unnecessary or heightened risk
- Claim reporting
 - [File a claim](#) for work related injury/illness or University-owned property damage or losses
 - Additional information [contact URM](#)